



## Job Description

# Seasonal Assistant

Closing date: Friday 22 May 2026 | 12pm

# Role: Seasonal Assistant

**Location:** Lorne Estate Outdoor Adventure Centre

**Hours:** Casual

**Responsible to:** Outdoor Activities Manager

**Pay Scale:** Minimum wage

**Seasonal Assistants are responsible for assisting with the supervision of children during the summer schemes at Lorne, leading them through their activity sessions and ensuring the safety and wellbeing of all participants along with camp preparations and setup.**

**The summer scheme will be operational during daytime hours, Monday – Friday during July – August, however there may be some occasional evening or weekend work to meet the needs of Lorne Estate Outdoor Adventure Centre.**

## Main Duties

- To assist in the supervision of children who are participating in activities including general safety and behaviour.
- To assist with the delivery of the outdoor activities including helping participants with PPE.
- To lead activities including sports and crafts, such as rounders, uni-hoc, and frisbee games.
- To follow the guidance of all outdoor activity instructors to ensure that safety is maintained at all times.
- To identify and report any safety hazards to the Activities Supervisors or Outdoor Activity Manager at the earliest opportunity, taking action if any situations arise as per the Emergency Action Plan using the 2-way radio system.
- To assist with all housekeeping duties relating to the scheme, including brushing, mopping floors, emptying bins, wiping tables and all other duties associated.
- To assist with the operational set-up and take-down of campsites, including pitching tents, tidying site huts and any other relevant tasks.
- To under take any training as required.

**This job description is an outline of the post as it is currently perceived and may be subject to review as a result of a changing and developing organisation**

## Person Specification

### Essential Criteria

- An interest in working with children and young people
- Good communication skills
- Ability to be a team player
- Ability to use initiative

### Desirable Criteria

- First aid qualification

### Other Requirements

- Availability to attend training on Sunday 28th June 2026

## Employment Details

### Access NI Staff Statement

Lorne Estate Outdoor Adventure Centre is owned and operated by Girlguiding Ulster. All staff are required to undertake an enhanced AccessNI prior to commencing employment.

### Medical Information

Upon successful appointment you will be required to complete a confidential occupational health questionnaire so we can consider our ability to make any reasonable adjustments where advised.

### Car Parking

All employees can park securely at Lorne Estate while they are working free of charge.

### Uniform

All staff are provided with a uniform to wear.

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## How to apply

**Please send your C.V. to [tracey@girlguidingulster.org.uk](mailto:tracey@girlguidingulster.org.uk).** Ensure your C.V. demonstrates what makes you suitable for the role.

The closing date is **Friday 22nd May 2026 at 12pm**. We ask that you make your submission as soon as possible as we reserve the right to close vacancies at any time, when we have received sufficient applications.

Unfortunately, we are unable to give feedback to candidates not shortlisted for interviews. We do provide verbal feedback upon request to candidates interviewed.

Girlguiding Ulster values the differences that a diverse workforce brings and is committed to inclusivity, and to employing and supporting a diverse workforce. While Girlguiding's young members may be women only, our staff team is mixed gender. We welcome applicants from all backgrounds.

Please contact **Jack Hayes, Outdoor Activities Manager** if you need any further information: [jack@girlguidingulster.org.uk](mailto:jack@girlguidingulster.org.uk)

**Please note there are multiple seasonal assistant roles available.**